

NC Department of Health and Human Services

# NC Home Care Aide Curriculum

## Module 9 – Time Management

July 2021

# OBJECTIVES

- 1. Explain the importance of time management and organizational skills**
- 2. Apply applicable organizational techniques**
- 3. Explain how time management can impact patient care**
- 4. Demonstrate skillful time management and organizational decision making**

# TIME MANAGEMENT

- **There are typically many assigned tasks to be completed, which must be completed in a specified amount of time, often with no direction as to what order to complete them.**
- **Staying organized and managing one's time efficiently ensures appropriate patient care.**



# IMPACT OF TIME MANAGEMENT

**Better organization and use of time can have a positive impact on one's personal and professional life.**



# TYPICAL HOME CARE AIDE TASKS

Home care aides have many tasks they are assigned to perform.



# TIPS TO MAXIMIZE TIME (1)

## Make a to-do list



# TIPS TO MAXIMIZE TIME (2)

**Prioritize your to-do list/ care plan**

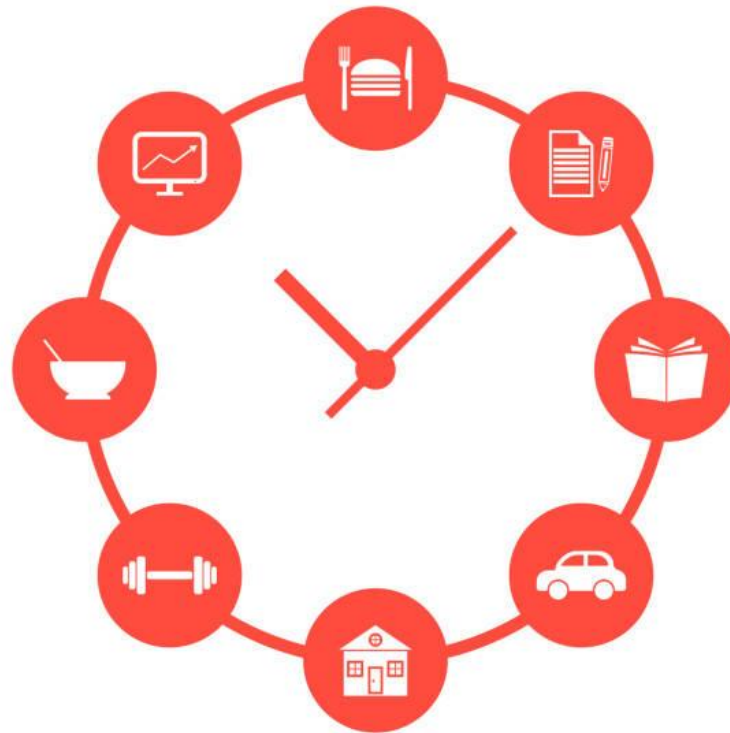
**PRIORITIES**

- 1.
- 2.
- 3.



# TIPS TO MAXIMIZE TIME (3)

## Establish a routine



# TIPS TO MAXIMIZE TIME (4)

## Multi-task



# TIPS TO MAXIMIZE TIME (5)

**Investigate any wasted time or slowing down**



# TIPS TO MAXIMIZE TIME (6)

## Time limit tasks



# ACTIVITY #1

## Timing tasks



# HAVE A PLAN (1)

***The care plan will outline your assigned tasks; however, the home care aide should develop a plan for completing those tasks.***



# HAVE A PLAN (2)

- ***What tasks have been assigned?***
- ***How much time do I have to complete them?***
- ***How much time will each task take to complete?***



# ACTIVITY #2

## Case Scenarios

### Part 1 – Mrs. Willis



# START WITH LAUNDRY

## Linens



# BATHING, DRESSING, AND GROOMING

## Bath



# WHO'S HUNGRY?

## Lunch time!



# HOUSEKEEPING TASKS

## Light housekeeping



# Continuing To Maximize Time

## Finish linens; make the bed



# SUCCESS

**All tasks completed in allotted time**



# **ACTIVITY #2b**

## **Case Scenarios**

### **Part 2 – Mrs. Coals**



# A PHYSIOLOGICAL NEED

**Ms. Coals' medical care should  
take top priority**



# A SAFETY NEED (1)

**Clean the area and check for any signs of skin breakdown**



# A SAFETY NEED (2)

## Bed bath



# MULTI-TASKING (1)

## Breakfast



# MULTI-TASKING (2)

## To finish...



# ACTIVITY #2c

## Case Scenarios

### Part 3 – Mr. Walker



# ACTIVITY #3

## Class Discussion: Personal Strategies



# A CHANCE TO CHANGE WORK HABITS

**YOU ARE NOW WELL VERSED IN THE IMPORTANCE OF TIME MANAGEMENT!**

**IMPLEMENTING THESE STRATEGIES INTO YOUR OWN WORK WILL HOPEFULLY MAKE YOUR DAY, AND YOUR JOB AS A HOME CARE AIDE, MORE MANAGEABLE.**



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